



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72068721R00003  
**ISSUANCE DATE:** December 17, 2020  
**CLOSING DATE:** January 18, 2021

**SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC)  
Agricultural Development Specialist**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development Mission to Madagascar (USAID/Madagascar), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with the information in the Attachment of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the Attachment.

Sincerely,

Debbie Jackson  
Contracting Officer

**ATTACHMENT**Solicitation for USPSC  
Agricultural Development Specialist, GS-13 equivalent**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER** 72068721R00003
- 2. ISSUANCE DATE** December 17, 2020
- 3. CLOSING DATE  
FOR RECEIPT OF OFFERS** January 18, 2021
- 4. POINT OF CONTACT:** Dany Randrianatoavina  
[antananarivoUSAIDHR@usaid.gov](mailto:antananarivoUSAIDHR@usaid.gov)  
Phone: + (261) 33 44 320 00.
- 5. POSITION TITLE** Agricultural Development Specialist
- 6. MARKET VALUE:** From \$78,681 to \$102,288 per annum equivalent to GS-13. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The base period will be one year, estimated start date in May 2021. Based on Agency need, the Contracting Officer (CO) may exercise additional option periods for 4 years, for the dates estimated as follows:
- |                 |                                  |
|-----------------|----------------------------------|
| Base Period     | o/a 05/23/2021 to o/a 05/22/2022 |
| Option Period 1 | o/a 05/23/2022 to o/a 05/22/2023 |
| Option period 2 | o/a 05/23/2023 to o/a 05/22/2024 |
| Option period 3 | o/a 05/23/2024 to o/a 05/22/2025 |
| Option period 4 | o/a 05/23/2025 to o/a 05/22/2026 |
- Multiple option years can be exercised at the same time per CO discretion
- 8. PLACE OF PERFORMANCE:** Antananarivo, Madagascar  
With possible travel as stated in the Statement of Duties
- 9. ELIGIBLE OFFERORS:** This vacancy is open to U.S. citizens, and to non-U.S. citizens lawfully admitted for permanent residence in the United States only.
- 10. SECURITY LEVEL REQUIRED:** Facility & Computer Access.
- 11. STATEMENT OF DUTIES:**

**A- Background and General Description of Position.**

The Agricultural Development Specialist position is located in the Mission's Sustainable Environment and Economic Development Office (SEED). SEED Office oversees all development assistance in the

environment sector, which includes support for community-based natural resource management, biodiversity conservation, counter-wildlife trafficking, conservation-friendly enterprise development, climate change adaptation and mitigation efforts, and improved natural resources governance. The office also covers the economic growth sector, energy and Power Africa, trade and the Prosper Africa Initiative, Private Sector Engagement (PSE) and market system approaches that can be applied successfully in the Madagascar context. In addition, SEED provides services to ensure effective environmental compliance and climate risk management (EC/CRM) of the Mission's entire portfolio of development programming, including the provision of relevant and required training for staff and implementing partners, assuring quality control for EC/CRM documentation, and providing expert advice to activity managers through document reviews and site visits. To implement its work, SEED has a staff of seven US and Malagasy staff overseeing the procurement and management of more than \$45 million five-year conservation and development program as well as Mission compliance with Agency-mandated EC/CRM requirements.

The Agricultural Development Specialist provides technical support for natural resources management and private sector engagement in the agriculture sector and assists the Integrated Development and Emergency Assistance (IDEA) office on agricultural development and food security issues in regards to Humanitarian Assistance. The incumbent manages a staff of 1-2 people and may serve from time to time as Acting SEED Office Chief when that officer is absent. S/he manages one and/or two activities of the SEED portfolio. S/he engages with host government officials and other partners working with donor institutions, private sector actors, and NGO organizations to advance Mission programming in the areas of conservation-friendly agriculture and environmentally-sound development. S/he provides expert advice on agriculture market systems, conservation-enterprise and value chain development, and linkages between food security, sustainable agricultural development, and natural resource management interventions. The position includes leadership responsibilities, in terms of providing strategic vision for the office, enhancing team cohesion, and coordinating the work of other professional staff.

The overall responsibilities of the Agricultural Development Specialist are to provide technical expertise and professional guidance to USAID/Madagascar and the U.S. Mission as a whole in the broad area of environmentally-sustainable agricultural development. The incumbent requires a depth of technical expertise and program management skills that will allow him/her to provide leadership on these and other policy issues, meeting and collaborating on a regular basis with senior officials and partners working with USAID and Embassy Antananarivo, other donor organizations, USAID contractor and grantee organizations, professional organizations, Government of Madagascar (GOM), non-governmental organizations (NGOs), international organizations, and the private sector. His/her management decisions require the ability to identify, assess, understand, and systematize complex issues as they relate to Madagascar's broader economic, political, and cultural realities that can lead to important changes or adaptations in relevant national policies.

S/he serves as the Mission's chief technical expert and resource person on sustainable agricultural production systems. S/he represents USAID in donor groups where s/he is responsible for ensuring the coordination of USG and other donor policies and investments and coordinates closely with the USAID/Southern Africa Regional Mission, USAID/Kenya and East Africa Regional Mission, and USAID/Washington.

## **B- Specific Duties and Responsibilities.**

### ***Program Design and Management***

- As Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) or Activity Manager, s/he oversees bilateral, regional, and USAID/Washington contracts, grants and cooperative agreements, drafts statements of work and budgets, administratively approves payment vouchers, and performs ongoing project oversight and management.

- Contributes directly to monitoring implementation of SEED activities, reviewing work plans and quarterly/annual reports, preparing monitoring reports, identifying key progress indicators, reporting success stories, and undertaking field monitoring and data collection for reporting on progress of activities.
- Assists or leads design efforts for new programming for the SEED team, including overseeing the implementation of assessments, analyses, and consultations to create new implementing mechanisms to further the goals of the office and Mission as a whole.
- Maintains close, cordial technical management relationships with USAID implementing partners to assure the quality, consistency, and coordination of program planning, interpretation of policies and procedures, regulatory compliance, and data collection for results reporting.
- Serves on technical selection committees for acquisition and assistance awards.
- Serves as an Alternate COR/AOR.

### ***Personnel and Operational Management***

- Manages personnel and financial resources allocated to USAID/Madagascar's SEED Office.
- Provides administrative supervision of the program on behalf of USAID/Madagascar management, including direct supervision of SEED staff.
- Assists with SEED contributions to USAID/Madagascar's strategic planning and reporting, including assistance in formulating and implementing USAID's annual Operational Plan and Performance Plan and Report in line with the USAID/Madagascar's Country Development Cooperation Strategy.
- Develops and refines the Mission's environmental and agricultural strategies based on continuous assessment of developments within these sectors and contributes to additional analyses, assessments, or reviews that are required for the successful implementation of the SEED program.

### ***Technical Support and Policy Dialogue***

- Provides technical expertise and professional guidance to USAID/Madagascar and the U.S. Mission as a whole in the broad area of environmentally-sustainable agricultural development to guide policy decisions;
- Assures alignment of the SEED portfolio with Mission goals, Government of Madagascar development objectives, the work of other donor programs, and U.S. Government programs and foreign policy priorities;
- Establishes and maintains productive working relationships with a variety of senior officials and technical partners working for the U.S. Government, the host government, donors, international organizations, environmentally-related associations or businesses, and Malagasy environmental groups within civil society;
- Advises on the integration of relevant agriculture-related private sector engagement approaches, market strengthening efforts, and conservation enterprises into SEED and IDEA Offices' programming;
- Represents SEED, USAID, and the U.S. Mission to Madagascar in a variety of events and activities, including multi-donor discussions of significance to Madagascar's environment and agriculture sectors, and reports back on any important concerns or developments.

### **C- Supervisory Relationship**

The Agricultural Development Specialist reports directly to the SEED Office Chief who will set the overall objectives and resources that will be made available to her/him in carrying out her/his work assignments. For program management duties, the incumbent will exercise responsibility in carrying

out work assignments given the complex nature of such tasks in terms of coordination with various stakeholders, relationship management, and conflict management.

#### **D- Supervisory Controls**

The incumbent directly supervises a staff of 1-2 people and manages an annual portfolio of \$2.5-\$8 million that supports the Biodiversity Congressional earmark as well as Agency and U.S. Government foreign assistance and foreign policy priorities.

#### **12. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

### **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

#### **a. Education:**

Bachelor's degree from an accredited university (or equivalent), in the areas of agriculture, agribusiness, or natural resource management.

#### **b. Relevant Work Experience:**

- Five years of work experience in the areas of agriculture, agribusiness, and/or natural resource management in an international development setting, with a minimum of two years of this experience working in task-oriented teams.
- Three years of supervisory experience with a multicultural workforce.
- Two years of program management of international development programs.

#### **c. Language Proficiency:**

- A minimum language proficiency equivalent to level IV (fluent) is required in English and level II is required in French.

#### **d. Clearances**

- The ability to obtain a Department of State medical clearance (Class 1) in a timely manner.
- The ability to obtain Facility and Computer access clearance.

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

Offerors who meet the minimum qualifications will be further evaluated, through their offer packages, based on the factors listed below. Offerors must address each factor on a separate sheet describing specifically the experience, training, and/or education that s/he has relevant to each factor. The committee may conduct interviews of the most highly ranked candidates before making a selection

recommendation to the CO. The successful candidates will be selected based on a review of their qualifications, work experience, knowledge, skills, and abilities; interview if applicable; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

**a. Education: (10 points )**

USAID will assess additional educational qualifications that increase the candidate's competitiveness for the position, including achievement of more advanced degrees; completion of degrees in relevant fields of study such as agricultural development, agribusiness, management and business administration, environmental studies, and international development; and additional training that is pertinent to the specific duties and responsibilities for the position.

**b. Relevant Work Experience: (45 points)**

USAID will assess additional relevant work experience that increases the candidate's competitiveness for the position, including working in positions with similar international development objectives in the agriculture, agribusiness, business development, private sector engagement and/or natural resource management sectors; and supervising staff in a multicultural setting.

**c. Management Skills: (25 points)**

- i. Demonstrated ability to oversee programs and implement team assignments with minimal oversight and demonstrate a thorough understanding of the myriad actions that are required to achieve work assignments in a timely manner.
- ii. Demonstrated ability to supervise staff and oversee their work to ensure timely completion of tasks and assignments.

**d. Interpersonal and Communication Skills: (20 points)**

- i. Demonstrated experience working in teams to accomplish a defined set of tasks in a timely manner. These tasks may encompass program oversight, strategy development, business or value chain development, program design, and procurement actions.
- ii. Demonstrated ability to craft well-written, concise, and on-time communications in the form of emails, memos, site visit reports, and other documents.
- iii. Demonstrated ability to consolidate and synthesize information and relate it in concise, simple terms to appropriate audiences. Formats may include reports, tables, charts, graphs, and slide decks.

**Total possible points = 100**

#### **IV. SUBMITTING AN OFFER**

##### **DOCUMENTS REQUIRED**

**1. AID 309-2, Offeror Information For Personal Services Contract Form**

Eligible offerors are required to complete and submit a hand-signed form AID 309-2, "Offeror Information For Personal Services Contracts", available at the USAID website, on [www.usaid.gov/forms](http://www.usaid.gov/forms). Offerors are required to sign and scan the certification at the end of the form.

**2. Resume/Curriculum Vitae**

Offerors will submit a resume or a curriculum vitae containing the following information:

- a) Personal Information: Full name, mailing address (with zip/postal code), email address, day and evening phone numbers, and if applicable highest federal civilian grade held (also give job series and dates held);
- b) Education: date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- c) Work Experience: provide the following information for each of your paid and non-paid work experience related to the job for which you are applying: job title (include series and grade if federal job), duties and accomplishments (do not send job descriptions), employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor. In addition, offerors should highlight or make special note of relevant significant awards and achievements. This may include information that was listed in the AID 309-2 form.

### 3. Appendix

Supplemental document specifically addressing the selection factors listed in Section III above. Include other pertinent information related to the qualifications required for the position, such as job-related training courses (title and year), job-related skills, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

### 4. Reference Persons

Offerors are required to provide five (5) reference persons who are not family members or relatives, with working titles, working telephones and email contacts. The references must be able to provide substantive information about offerors past performance and abilities. Reference checks will be made only for offerors considered as finalists. If an offeror does not wish for the current employer to be contacted as a reference check, this should be stated in the offeror's AID 309-2 form and/or resume. The interviewing committee will delay such reference check pending communication with the offeror.

## SUBMISSION OF OFFER

- Offers must be submitted to the email address: [antananarivoUSAIDHR@usaid.gov](mailto:antananarivoUSAIDHR@usaid.gov)
- Subject line of your email should read: "**Agricultural Specialist [your name]**"
- Email attachments should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx)
- Offers must be received by the closing date and time specified in **Section I, item 3**.

## V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide instructions about how to complete and submit the following forms.

- DS-1843 Medical History and Examination - for individuals age 12 and older
- DS-1622 Medical History and Examination - for children age 11 and younger
- DS-3057 Medical Clearance Update (MCU)
- DS-6570 Employee Self-Certification and Ability to Perform in Emergencies (ESCAPE) Posts

- Pre-Deployment Physical Exam Acknowledgement Form.  
Found at <http://www.state.gov/m/med/c35188.htm>
- OF-306, Declaration of Federal Employment
- SF-85, Questionnaire for Non-Sensitive Positions  
or SF-86, Questionnaire for National Security Positions
- SF-87, Finger Print Card
- AID 500-4, Fair Credit Reporting Act of 1970, as Amended
- AID 6-85, Foreign Activity Data
- OF-126, Residence and Dependency Report
- SF-144, Statement of Prior Service - Worksheet

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a USPSC hired offshore is normally authorized the following benefits and allowances:

### **1. BENEFITS:**

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

### **2. ALLOWANCES (if applicable):**

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at [https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

- (a) Cost-of-Living Allowance (Chapter 210)
- (b) Post Allowance (Section 220)
- (c) Separate Maintenance Allowance (Section 260)
- (d) Education Allowance (Section 270)
- (e) Education Travel (Section 280)
- (f) Post Differential (Chapter 500)
- (g) Payments during Evacuation/Authorized Departure (Section 600).

## **VII. TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions," available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>  - Award Type: Cost - Product Service Code: R497 - Accounting Info: FUND:DV OP M/car PROG AREA: PO.2	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>  - Award Type: Cost - Product Service Code: R497 - Accounting Info: FUND:DV OP M/car PROG AREA: PO.2	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>  - Award Type: Cost - Product Service Code: R497 - Accounting Info: FUND:DV OP M/car PROG AREA: PO.2	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>  - Award Type: Cost - Product Service Code: R497 - Accounting Info: FUND:DV OP M/car PROG AREA: PO.2	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
4001	<b>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>  - Award Type: Cost - Product Service Code: R497 - Accounting Info: FUND:DV OP M/car PROG AREA: PO.2	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

- AAPD 18-02: Changes to the Medevac Policy for USPSCs and TCNPSCs
- AAPD 15-02: REVISED Extends Implementation Of The USAID Policy For Leave And Holidays, Including Family And Medical Leave
- AAPD10-01: Changes in USG Reimbursement Amounts For Health Insurance And Physical Examination Costs

- AAPD 06-10: PSC Medical Expense Payment
- AAPD06-08: Using the Optional Schedule to Incrementally Fund Contracts

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION.

END OF SOLICITATION